



# BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor  
Mount Clemens, Michigan 48043  
586-469-5125 FAX 586-469-5993  
[macombcountymi.gov/boardofcommissioners](http://macombcountymi.gov/boardofcommissioners)

## AD HOC COMMITTEE TO EVALUATE RECONFIRMATION OF PERSONNEL OPENINGS

THURSDAY, SEPTEMBER 4, 2008

### AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Public Participation
5. Evaluation and Recommendation to Personnel Committee Regarding Determination of Vacant Personnel Openings (mailed)
6. New Business
7. Public Participation
8. Adjournment

**MEMBERS:** Duzyj-Chair, DeSaele, Lund, Mijac, Szczepanski and Crouchman (ex-officio)

### MACOMB COUNTY BOARD OF COMMISSIONERS

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Marvin E. Sauger - District 2  
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Susan L. Doherty - District 5

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Leon Drolet - District 26

RESOLUTION NO. \_\_\_\_\_

FULL BOARD MEETING DATE: \_\_\_\_\_

AGENDA ITEM: \_\_\_\_\_

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Evaluate and recommend to the Personnel Committee regarding  
the determination of each vacant personnel opening, either to reconfirm  
or to eliminate the position

INTRODUCED BY: Commissioner Dana Camphous-Peterson, Chair  
Ad Hoc Committee to Evaluate Reconfirmation of Personnel Openings

**CLASSIFICATION**

**DEPARTMENT**

**One Custodian I/II** (Gerome Pierce II)  
Reason for Position being Vacant: Resignation  
Date Position to be Vacant: 07-24-08

Facilities & Operations

**One Environmentalist II/III** (Andrew Maki)  
Reason for Position being Vacant: Resignation  
Date Position to be Vacant: 08-22-08

Health

**One Account Clerk III** (Diane Shomo)  
Reason for Position being Vacant: Resignation  
Date Position to be Vacant: 08-01-08

Martha T. Berry

**One Computer Maintenance Clerk** (Terra Glefke)  
Reason for Position being Vacant: Resignation  
Date Position to be Vacant: 08-22-08

Sheriff Department

COMMITTEE/MEETING DATE

Ad Hoc Committee to Evaluate

Reconfirmation of Personnel

Openings 09-04-08



## FACILITIES & OPERATIONS DEPARTMENT

10 N. Main St., 13th Floor  
Mount Clemens, Michigan 48043  
586-469-5244 FAX 586-469-7770

**RECEIVED**  
AUG 07 2008  
**HUMAN RESOURCES**

Lynn M. Arnott-Bryks  
Director

Diane G. Connell  
Operations Supervisor

Larry K. Oakes  
Mechanical Systems Supervisor

To: Eric A. Herppich, Acting Director  
Human Resources Department

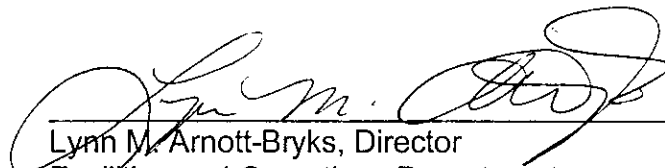
Subject: Request to Hire  
Custodian I

Date: July 29, 2008

Due to the extreme amount of work being performed by Custodial Personnel in County-owned facilities, we are requesting authorization to replace Gerome Pierce II. Please note that Mr. Pierce resigned from County employment on July 24, 2008.

If you have any questions, please contact the undersigned.

Respectfully,

  
Lynn M. Arnott-Bryks, Director  
Facilities and Operations Department

LMAB:dgc

Attachment

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RECEIVED  
AUG 07 2000  
HUMAN RESOURCES

**Describe how this position is funded:**

<u>100 %</u>	<u>%</u>	<u>%</u>
County	Grant	Other

Responsible for cleaning and servicing all areas and surrounding premises of assigned County-owned facilities. Performs the following duties: dusts, sweeps, vacuums, mops, scrubs and waxes floors, cleans and sanitizes restrooms, empties trash containers, washes walls and windows, dusts and cleans furniture. May move furniture, file cabinets and other office equipment, shovels snow.

Facilities & Operations has 133 employees and maintains approximately 1,800,000 square feet of buildings.

Top three (3) accomplishments:

- 1 - Opening of the Juvenile Justice Center and most recently the occupancy of the 2nd floor.
- 2 - Commenced construction of the 42nd District Court - Division II, located in the City of New Baltimore.
- 3 - Completion of the Medical Examiner's Facility

**BIGGEST GOAL FOR THIS YEAR:**

- 1 - Commence renovations of the Hall Road Warehouse Facility.
- 2 - Commence renovations to the old section of the Juvenile Justice Center in accordance with the revised scope.

**BIGGEST CHALLENGE:**

Continuing to maintain aging high use buildings during hard economic times in which funds are limited and at the same time continue to better serve the residents of Macomb County.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Custodian Foreman	3
Same Classification Within Department or Program	Custodian	40
Other Classifications Reporting to this Immediate Supervisor	Housekeepers	25
Classifications Directly Supervised by this Classification (if applicable)	0	0

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

The Custodian is not responsible for providing work direction.

**Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

Providing a clean work environment for County employees and the public. Custodians are assigned to various County facilities whose duties require them to begin their daily tasks before the start of the normal work day.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Cleans and sanitizes restrooms	25%	Daily	
2	Dusts, sweep, vacuums and mops floors	25%	Daily	
3	Cleans and maintains ceilings, ceiling fixtures and air vents	15%	Daily	
4	Removes debris from sidewalk	10%	Daily	
5	Seals, waxes and buffs floors	5%	Daily	
6	Washes walls and windows	5%	Daily	
7	Moves and sets up furniture	5%	Daily	
8	Cleans and maintains custodial closets	5%	Daily	
9	Cleans snow from sidewalk and spreads salt as necessary	5%	Yearly	

**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

Custodian workloads have increased due to the opening of the Medical Examiner's Facility, Public Works and 42<sup>nd</sup> District Court in New Baltimore as well as Hall Road Warehouse (soon to be fully operational) thereby increasing square footage by approximately 226,000sq. ft.

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

The Custodian is able to perform day-to-day duties such as cleaning and sanitizing restrooms, dusting, sweeping, vacuuming and removing trash.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

<b>Impact on Operations</b>	<b>Measure of Impact</b>
Inability to fulfill housekeeping and custodian obligations.	



**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

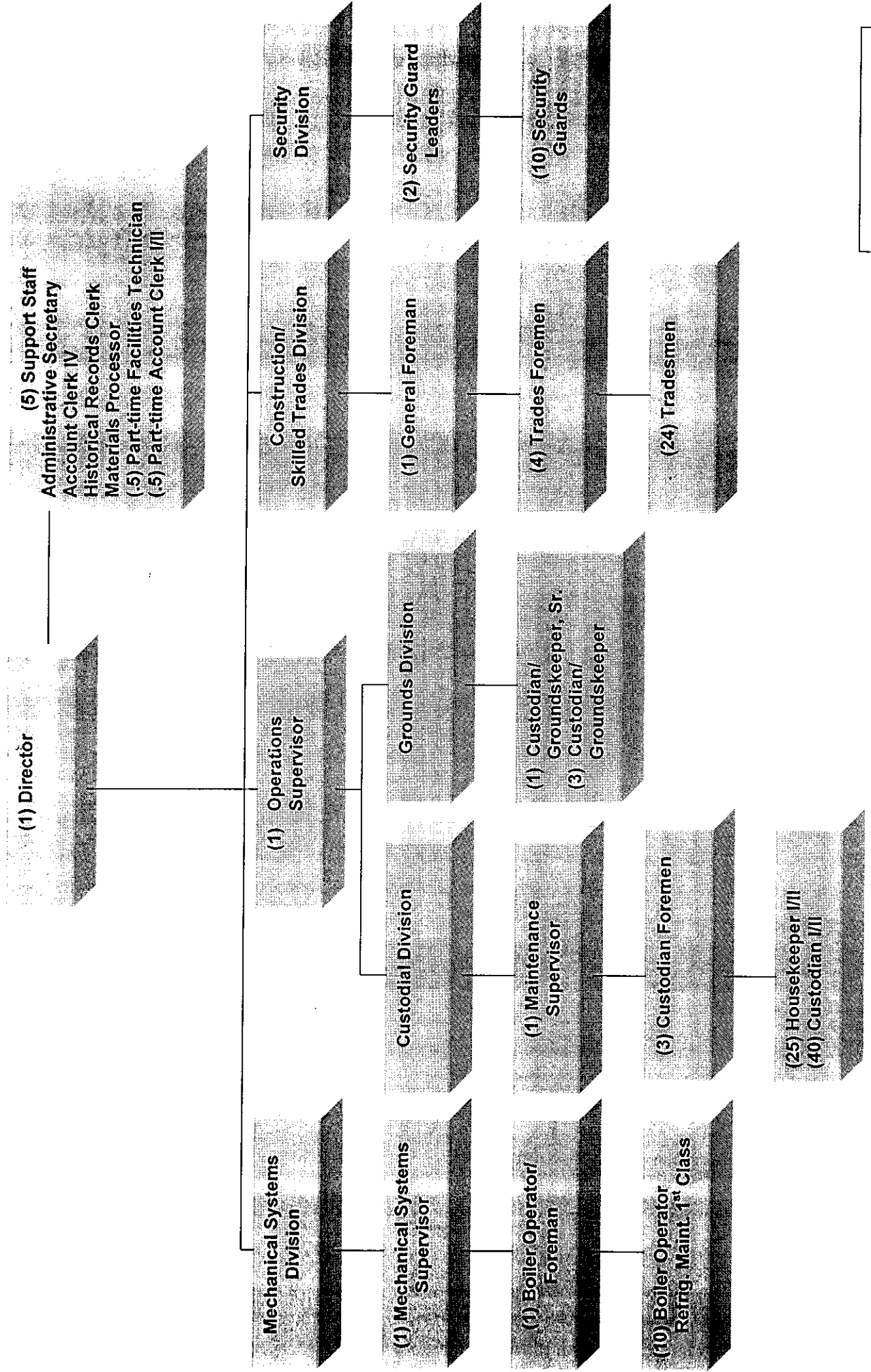
Position/Department	Nature of Contact	Frequency
No Contacts		

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

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# FACILITIES AND OPERATIONS ORGANIZATION CHART - 2008





## HEALTH DEPARTMENT Mount Clemens Health Center

43525 Elizabeth Road  
Mount Clemens, Michigan 48043  
586-469-5235 FAX 586-469-5885  
macombcountymi.gov/publichealth


AUG 15 2008

Thomas J. Kalkofen  
Director/Health Officer

Kevin P. Lokar, M.D.  
Medical Director

August 11, 2008

TO: ERIC HERPPICH, ACTING DIRECTOR  
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH  
DIRECTOR/HEALTH OFFICER 

SUBJECT: JUSTIFICATION FOR FILLING  
ENVIRONMENTALIST II

The Macomb County Health Department requests approval to fill the above captioned position. This vacancy is created by the resignation of Mr. Andrew Maki on August 22, 2008.

The employee in this classification, under the supervision of an assigned supervisor, conducts routine and specialized environmental health inspections, surveillance, sample collections and field tests; issues permits, licenses and certifications; completes and maintains records, reports and notices. It is essential this position be reconfirmed and posted as soon as possible.

If there are questions please contact my office at 9-5512.

mg

cc: G. White  
M. Green

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**Macomb County  
Position Analysis Questionnaire**

RECEIVED  
AUG 15 1998  
HLL

**Classification Title:** Environmentalist II

**Department:** Health

**Division/Program Assignment:** Environmental Health

**Describe how this position is funded:** State and County Funds

**Classification Purpose:**

*In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.*

Employees in this classification, under the supervision of an assigned supervisor, conducts specialized environmental health inspections, surveillance, sample collections, and field testing; issues permits, licenses, and certifications; completes and maintains official departmental records, reports and notices; provides technical, consultative, and educational services to individuals, agencies and the public; performs related duties as assigned.

**Organization Information:** *(Please attach a current organization chart)*

*Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.*

The mission of the Environmental Health Division is to "Improve the quality of life for those who live, work or play in Macomb County by:

- the administration and enforcement of environmental public health laws
- the promotion of sound environmental health practices
- while maintaining an openness to emerging environmental health issues."

This is accomplished by providing inspection, surveillance, investigation, consultation, field sampling, and compliance enforcement activities in any or all of the following program areas: food service sanitation, water supply, sewage disposal, water quality, vector control, public swimming pools, shelter management, and hazardous substance control.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Environmental Health Supervisor	1
Same Classification Within Department or Program	Environmentalist II	3
Other Classifications Reporting to this Immediate Supervisor	Environmentalist III Environmentalist IV	3 2
Classifications Directly Supervised by this Classification (if applicable)	N/A	

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

N/A

### **Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

A typical problem that staff working within this classification will encounter includes evaluating an existing residence that is in need of a new septic system. Problems hindering the site include poor soil permeability, a high water table, and lack of space. The staff needs to make decisions regarding system design that will overcome these limitations and create a system that will function for an adequate amount of time while also maintaining the integrity of the law.

An example of a complex problem is investigating a sudden decrease in well water quality within a neighborhood. The investigation would involve troubleshooting the problem to determine what appropriate water samples should be taken to further analyze the situation and evaluating the well construction and geology of the area in an effort to pinpoint the problem and offer solutions.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Evaluate sites, issue permits, conduct compliance inspections, provide education, and collect samples of septic system and water wells	65	Daily	Yes
2	Illicit Discharge Elimination Program and Dye Testing	10	Daily	In Kind Match with CMI Grant
3	Septage Waste Pumping and Hauling Vehicle Inspection	5	Seasonal Weekly	No
4	Campground Inspections	5	Seasonal Weekly	No
5	Household Hazardous Waste Collection	5	Monthly	No
6	Health and Safety Inspections of Child Care and Adult Foster Care Facilities	5	Monthly	No
7	School Kitchen Inspections	5	Seasonal Weekly	No
8				

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

An employee in this position works independently each day in the field conducting regulatory activities. Typical decisions include: Organizing their schedule based on work assignments and inspection requests, evaluating the suitability of sites for septic and water well systems, issuing permits for the installation of septic systems and water wells, and conducting inspections and sample collection of the installations in accordance with the permit requirements. The employee also conducts evaluations of septic systems and wells as a condition for property transfer, inspects septage waste pumping and hauling vehicles, and issues compliance orders for violations.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

<b>Impact on Operations</b>	<b>Measure of Impact</b>
Decrease in inspection timeliness and frequency of septic systems and water wells.	Less oversight of installations resulting in more regulation violations and sewage discharges, an increased turn-around time in providing services to the public, and loss of cost share money.
Reduce the ability to respond to complaints, and concerns regarding sewage disposal and water supplies.	Not meet the public expectations, not meet regulatory requirements, loss of cost share money, and increased pollution discharges.
Reduce ability to respond to emergency situations in a timely manner.	Less oversight on all environmental and public health issues.
Reduce or eliminate technical and educational services to the public.	Not meet public expectations.

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

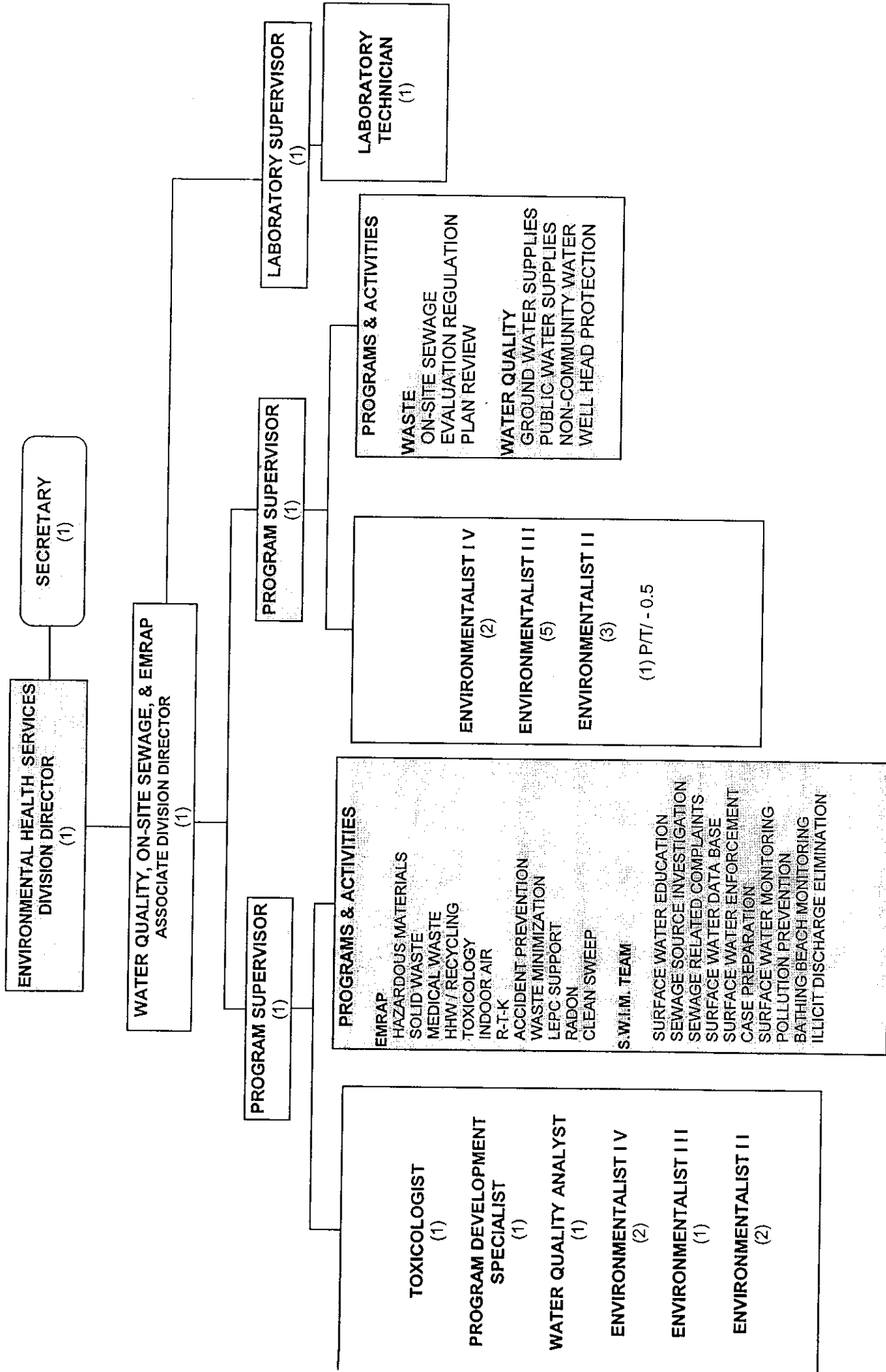
<b>Position/Department</b>	<b>Nature of Contact</b>	<b>Frequency</b>
Business Owners and Homeowners	Regulatory and Educational	Daily
Contractors, Real Estate Professionals, and Builders	Regulatory and Educational	Daily
Macomb County Residents	Public Health Issues	Daily

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

The individual in this position performs and makes decisions regarding regulatory, educational and consulting services to the general public within Macomb County with a focus on environmental laws; especially those related to sewage disposal and water supply. In addition, this position provides oversight of regulations governing temporary campgrounds, septage waste vehicles, household hazardous waste collection activities, and illicit discharge investigations. Employees within this classification need to make decisions based upon regulatory requirements and what best serves public health in Macomb County.







Martha T. Berry  
Medical Care Facility

43533 Elizabeth Road, Mount Clemens, Michigan 48043  
(586) 469-5265 FAX 586-466-7418 www.macombcountymi.gov/marthatberry

Josephine Savalle-Dunn, BSN, RN  
Administrator

Governing Board  
Roger Facione  
Penny Hader  
James E. Thompson

June 27, 2008

TO: Mr. Eric Herppich  
Human Resources- Labor Relations  
Macomb County

RE: Reconfirmation of Vacant Budgeted Position for Diane Shomo

Mr. Herppich:

Please accept my request for reconfirmation of one (1) Account Clerk III.

Our patient census makes it necessary that we seek the above reconfirmation.

Failure to refill will require additional overtime so as to insure adequate patient care in accordance with established Medical Care Facility standards.

Please note this Facility continues to exercise restraint in requesting vacancy reconfirmation. This restraint is numerally governed by patient census.

This vacancy exists due to a resignation of position as of <sup>8-1-08</sup>~~7-11-08~~.

Josephine Savalle-Dunn  
Administrator

cc: personnel file

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AUG - 4 2008

449, 450, 451

Account Clerk III

Martha T. Berry Medical Care Facility

<u>100 %</u>	<u>%</u>	<u>%</u>
County	Grant	Other

**Classification Purpose:**

*In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.*

The employee in this position requires an understanding of Nursing Departmental operations, poses high degree of accuracy and independent judgement. Must have a clear understanding of Union Contracts and the Code of Conduct in use at Martha T. Berry Medical Care Facility.

**Organization Information:** *(Please attach a current organization chart)*

*Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.*

The mission and role of Martha T. Berry is dedicated to fostering an environment in which medical and nursing care is compassionately provided to the residents of Macomb County whose medical needs cannot be met by a typical nursing home.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Director of Nursing	See Organization chart
Same Classification Within Department or Program	Account Clerk III	See Organization chart
Other Classifications Reporting to this Immediate Supervisor	ADONs, Inservice Instructor, Shift Supervisors, Unit Managers, MDS Nurses, Team Leaders, LPNs, CNAs, Unit Clerks, CSR	See Organization chart
Classifications Directly Supervised by this Classification (if applicable)	N/A	See Organization chart

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

N/A

**Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

This individual solves problems related to employee certification, and license renewal to maintain compliance with regulations.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Prepares, maintains, and reviews employee files for patterns of abuse for the Nursing Department.	20	Daily	Mandated by the state that RNs, LPNs, and CNAs have current licenses, certificates, background checks, etc.
2	Receive applications, administer tests as indicated, set up interviews	10	Daily	Mandated minimum staffing to resident ratio to state regulation.
3	Prepares weekly staffing report for the state.	10	Daily	Mandated to complete weekly staffing ratio report and email to the state.
4	Maintain and document disciplines and forward information to Human Resources.	10	Daily	Vital for the smooth operation of the Nursing Department.
5	Gather information for disciplines, grievances and forward to administration. Sets up Loudermill Hearings and appropriate follow through.	10	Daily	Vital for the smooth operation of the Nursing Department.
6	Files documents for both residents and employees.	15	Daily	Mandated by the state to follow through with residents concerns, and provide documentation.
7	Maintains TB skin results for the facility.	10	Daily	Mandated to have current health information in employee files.
8	Assists Nursing Administration with reports and other projects as indicated.	15	Daily	Mandated by state or Human Resources that data be gathered and forwarded as requested.

**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

N/A

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

This individual solves problems related to: employee issues such as license and certification renewal,
Interprets and gathers information requested by the unions at Martha T. Berry or Human Resources so that appropriate follow through can be done with employee assigned to the Nursing Department.
Keeps Nursing Administration informed regarding potential problems after reviewing employee files.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

<b>Impact on Operations</b>	<b>Measure of Impact</b>
Need to keep positions filled RNs, LPNS, and CNAs	Resident care not being provided, facility cited by state, and facility fined.
Attendance records not being kept or reviewed.	No Disciplines done, call in rate increases, agency use increases as well as the cost to staff facility.
Employee files not maintained	Facility could be cited for non-compliance, fined.
Mandated reports not completed per regulation.	Facility could be cited, fined

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

Position/Department	Nature of Contact	Frequency
Unit Clerks/Nursing Department	Obtain resident census, and location of residents.	Daily
Clerk Typist/Social Work Department	Resident admission and location	Daily
Minimum Data Nurses (MDS) Nurses/Nursing Department	Set up Resident Care Conference, Change of Condition, adjust Assessment Reference Date.	Daily

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

The Account Clerk III position is an essential clerical position within the Nursing Department at Martha
T. Berry Medical Care Facility. Duties and responsibilities are required and necessary and cannot be
reassigned.



# MARK A. HACKEL

## OFFICE OF THE SHERIFF

Kent B. Lagerquist  
UNDERSHERIFF

TO: Eric Herppich, Director  
Human Resources

FROM: Sheriff Mark A. Hackel

DATE: August 6, 2008

RE: Resignation – Terra Glefke  
Emergency Reconfirmation Authorization to Fill Vacancy

Terra Glekke, a Computer Maintenance Clerk with the Sheriff's Office, has submitted her letter of resignation to my office effective August 22, 2008.

In order to provide a prompt and efficient service to the citizens of Macomb County it is vital that we have a full clerical staff. I am therefore requesting Emergency Reconfirmation for this Computer Maintenance Clerk position.

Thank you for your prompt assistance in this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "Mark A. Hackel".

Sheriff Mark A. Hackel

/dk

Copy: Doug Fouty, Personnel Director  
Civil Service Commission



RECEIVED  
AUG 12 2008  
HUMAN RESOURCES

**Describe how this position is funded:**

<u>100 %</u>	<u>%</u>	<u>%</u>
County	Grant	Other

Assist the public with concealed weapon permits, handgun registration, finger printing, accident reports, incident reports, proof of incarceration, freedom of information requests, incoming mail, warrant processing, court ordered fingerprints, jail incident reports and record checks on persons for various reasons.

The records office services the public with most things related to the Sheriff's Office, from the time an inmate is released to the deputy taking an accident or incident report on the road. The Record's Office is the depository for all the inmate files, road reports, CCW applicants, firearms permits, traffic violations, and various court paperwork.

*Describe how the classification fits into the context of the department or program area.*

<b>Organization Relationships</b>	<b>Position Title(s)</b>	<b># in Position</b>
Immediate Supervisor of this Classification	Bette Grove, Clerical Supervisor	1
Same Classification Within Department or Program	Computer Maintenance Clerk	9
Other Classifications Reporting to this Immediate Supervisor	Telephone oper., cashier II, Account Clerk I / II	15
Classifications Directly Supervised by this Classification (if applicable)	N/A	

*If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.*

N/A

### **Problem Solving Challenges:**

*Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

Reading law enforcement information network information and deciphering if someone is eligible for purchasing a handgun. Deciding what can and cannot be released on a freedom of information request. Dealing with individuals that have just been released from jail.

**Functions and Responsibilities:**

*In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.*

*These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.*

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Inmate releases	5	daily	
2	Court papers & Prosecutor authorizations	15	daily	
3	warrant entry	15	daily	upon receipt
4	concealed weapon permits and fingerprinting	20	daily	
5	traffic violations	10	daily	3 days
6	freedom of information requests and incoming mail	10	daily	5 days
7	handgun purchases and safety inspections	10	daily	10 days
8	data entry - scanning incidents, accidents, etc.	15	daily	

**Quantifiable Workload Data:**

*Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)*

Fingerprints 2005= 5,094 2006=3,717 2007=2,671  
 foia requests 2005= 736 2006=795 2007=937  
 purchase permits/gun registration 2005=4,789 2006=5,223 2007=5,444  
 incident/accident reports 2005=106,031 2006=109,350 2007= 108,323  
 ccw applicants 2005=4,594 2006 = 3,049 2007 = 2,323  
 traffic citations entered and scanned 2005= 5,277 2006= 4,481 2007= 6964  
 money collected for services 2005=\$48,250 2006=\$47,890 2007=\$55,317

**Decision Making Authority and Responsibility:**

*Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.*

Issuing handgun purchase permits to citizens, releasing sensitive information regarding incident reports, expunging records, decipher record check information for CCW applicants answer phone calls from citizens and releasing information the under freedom of information act.

**Scope Information:**

*If this classification was eliminated what would be the impact on the Department's operations.*

<b>Impact on Operations</b>	<b>Measure of Impact</b>
Warrants won't get entered in a timely fashion	felons could be on the loose
Citizens would not receive proper service	citizen dissatisfaction
Overtime would be created	over extended staff would be rushed errors occur
Recruiters - armed forces	record checks will go unanswered
Road patrol and admin staff	accuracy will be challenged
Insurance companies	mail won't be processed

**Key Customers:**

*Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.*

<b>Position/Department</b>	<b>Nature of Contact</b>	<b>Frequency</b>
Citizens and insurance carriers	accident and incident reports	daily
district/circuit court and prosecutors	arrest and prosecution paper work	daily
CCW holders / gun purchases	fingerprints and record checks	daily

**Additional Information:**

*Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.*

The record's staff has personal contact in all areas of the department dealing with citizens, administration, road patrol, jail staff, detectives, shift commanders court personnel, the prosecutors office, other police agencies, district court personnel, circuit court personnel and inmates.

MARK A. HACKEL  
SHERIFF

KENT B. LAGERQUIST  
UNDERSHERIFF

Legal Counsel

Anthony Wickersham  
Chief of Staff

Captain Brenda Bairar  
Division Commander  
Jail Operations Services

Michelle M. Sanborn  
Jail Administrator  
Administrative  
Corrections Services

Captain John R. Roberts  
Division Commander  
Administrative Services

Captain David A. Teske  
Division Commander  
Uniform Services

ADMINISTRATIVE LIEUTENANT	
Recruitment	
Planning	
Accountant	
Civil Service Liaison	
Alternate Financing/Grants	
Contracts	
Special Projects	
LCC	
Inmate Services Coordinator	
Website	
Media Information	
Civilian Reserve Liaison	
Clerical Supervisor	
Budget	
Secretarial Staff	
Records Bureau/Warrants	
Telephone Operators	
F.O.I.A.	
Reserve Unit (Mounted)	

JAIL OPERATIONS LIEUTENANT	
Jail Personnel	
Lieutenants	
Sergeants	
Corrections Sergeants	
Deputies	
Corrections Officers	
Jail Office	
Inmate Grievances	
Prisoner Work Details	
Daily Jail Schedule	
Classification	
Livestock	
Explores	

JAIL INVESTIGATIVE/SECURITY LIEUTENANT	
Sergeants	
Litigation Analysis	
Professional Standards Investigations	
Criminal Complaints from Jail	
Corrections Policy & Procedures	
Work Release	
Facility Security	
Reimbursement	
Jail Records	
Reserve Unit (Aviation)	

TRAINING LIEUTENANT	
Training Bureau	
Firearms Section	
Office Policy & Procedures	
Computer Services & Systems	
Statistical Analysis	
Records Management/Field Reporting	
Interns/Seasonal Staff	
KeyLocker Control	
Department Scheduling	
Crime Prevention	
Emergency Management	

DETECTIVE LIEUTENANT	
Detective Bureau	
Sergeants	
Deputies	
Computer Crimes/H.I.C.E.	
Reserve Unit (Cyber Crimes)	
Crime Analysis	
Extraditions	
F.O.C. Investigators	
Evidence/Scene Secure	
Court Papers	
Polygraph	
Youth Services	
Sergeant	
Deputies	
School Liaison	
D.A.R.E.	

S.E.T. LIEUTENANT	
S.E.T./OMT	
Fugitive Team	
C.O.M.E.T. Officers	
Absecon Unit	

S.W.A.T. LIEUTENANT	
Special Weapons and Tactics	
County of Macomb Enforcement Team	
Selective Enforcement Team	
Macomb Auto Theft Squad	
Drug Awareness Resistance Training	
Friend of the Court	
Liquor Control Commission	
Macomb Area Computer Enforcement	
Oakland Macomb Interdiction Team	

M.A.T.S. LIEUTENANT	
Sergeant	
Deputies	
Reserve Unit (Bicycle)	

S.W.A.T. LIEUTENANT	
Hostage Negotiators	

TRAFFIC SERVICES LIEUTENANT	
Sergeant	
Deputies	
Motor Carrier	
Traffic Grants	
Abandoned Autos	
Motor Officers	
Special Events Security	

AFTERNOON LIEUTENANT	
Command	
Road Patrol	
Jail Operations	
Staff Assignments	
Reserve Unit (Motor)	

COURT SERVICES LIEUTENANT	
Prisoner Transport	
Sergeant	
Deputies	
Court Security	
Sergeant	
Deputies	
Protective Security	
Building Security	
Circuit Court	
Juvenile Court	
Probate Court	
County Bldgs.	
Civil Division	
District Courts	
Reserve Unit (ATV)	

MIDNIGHT LIEUTENANT	
Command	
Road Patrol	
Jail Operations	
Staff Assignments	
Breathalyzers	
PBT's	

MARINE PATROL LIEUTENANT	
Sergeant	
Deputies	
Reserve Unit (MSO)	

MACOMB TOWNSHIP LIEUTENANT	
Sergeant	
Deputies	
Community Policing	
LCC	
Special Events	



SPECIAL ORDER 07-25  
DATE: June 18, 2007

*Kent B. Lagerquist*

Kent B. Lagerquist, Undersheriff

*Mark A. Hackel*

Mark A. Hackel, Sheriff

APPROVED: